# REGISTERED COMPANY NUMBER: SC306268 REGISTERED CHARITY NUMBER: SC037494

Report of the Trustees and Unaudited Financial Statements For The Year Ended 31 August 2011 for Prostate Scotland

> Ogilvie & Company Limited 25 Rutland Square Edinburgh EH1 2BW

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# Report of the Trustees for the Year Ended 31 August 2011

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2011. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

# REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number SC306268

#### **Registered Charity number** SC037494

# **Registered** office

Princes Exchange 1 Earl Grey Street Edinburgh EH3 9EE

# Trustees

S A McNeill Mrs M A McNeill P Mann Mrs M F Hallam J M Thomson R N Wilson Dr A Gregor

# **Company Secretary**

Mrs M A McNeill

# Independent Examiner

David C N Ogilvie FCA Ogilvie & Company Limited 25 Rutland Square Edinburgh EH1 2BW

# Solicitors

Turcan Connell Princes Exchange 1 Earl Grey Street Edinburgh EH3 9LL

# Administrative office

Gf2, 21-23 Hill Street Edinburgh EH2 3JP

# **Investment Managers**

Adam & Co 22 Charlotte Square Edinburgh EH 2 4DF

# Report of the Trustees for the Year Ended 31 August 2011

# STRUCTURE, GOVERNANCE AND MANAGEMENT

# Governing document

The charity is controlled by its governing document, the Memorandum and Articles of Association, and is a company, limited by guarantee, as defined in the Companies Act 1985. The organisation is a registered Scottish charity under the Charities and Trustee Investment (Scotland) Act 2005. The Board of trustees meets quarterly and receives reports on income and expenditure, as well as the charity administration and management. Day to day operations and administration are delegated by the trustees to the charity's director Adam Gaines, who is a full time employee and who makes regular reports to the Board. Sir Tom Farmer CBE, CVO, KCSG, DL was appointed as the charity's Patron in July 2009.

#### Recruitment and appointment of trustees

Trustees are appointed for period of three years, and are eligible for re-appointment for subsequent term.

#### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure that appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees have identified and reviewed the major risks to which the charity is exposed. This included the review of a risk register at their meeting on 19 September 2011 and the trustees are satisfied that systems are in place to mitigate exposure to the major risks.

# **OBJECTIVES AND ACTIVITIES**

#### Objectives and aims

The objects of the company are to advance education and health in relation to prostatic disease and the relief of ill-health through the advancement of treatment and management of prostatic diseases by all or some of the following means:-

- the advancement of education about the prostate gland and diseases affecting it and their treatment;

- the funding, promotion and provision of counselling, support and advice for those affected by prostate disease

- the funding and promotion of research into prostate disease in Scotland or elsewhere;

- the provision of funding to maintain surgical equipment for the treatment of prostate disease;

- the purchase of surgical equipment for the specific purpose of treating prostate disease.

The charity's short to medium term aims are to:

- Enable more men in Scotland to be aware of prostate disease and know where and how to get help, advice and treatment;

- Encourage the development and inclusion of policies on health to take prostate disease and treatment into account;

- Encourage an increase in survival rates of men with prostate cancer, and a slowing in the growth in numbers of people in Scotland with prostate cancer, through encouraging early diagnosis;

- Promotion of awareness and information on prostatic diseases (both amongst men and their families and amongst key decision makers);

- Development of emphasis on and the availability of treatment and research into prostatic disease in Scotland.

Actions towards achieving these include:

- Setting up a multifunctional website to provide information on prostatic disease;

- The development and circulation of educational films about prostatic disease and its treatments;

- The development and dissemination of materials to increase awareness of prostatic disease including the development of awareness campaigns;

- The development of an information and advice project;

- The development of a series of information leaflet and booklets to provide men and their families with information about prostate diseases and their treatments;

- The development of a Workplace Initiative to provide information about prostate disease via workplaces;

- Working with other charities and health organisations to encourage the inclusion and adoption of greater treatment provision for prostatic disease.

## Report of the Trustees for the Year Ended 31 August 2011

# ACHIEVEMENT AND PERFORMANCE

# Achievements and Performance

During the year significant progress was made towards the achievement of the short and medium term aims. This is set out below:

There was considerable development during the year in taking forward the charity's three year strategy and business plan which had been reviewed and updated in September 2010 to progress the charity's aims and objectives. The plan sets out the aims for 2010-13 to prioritise:

- Awareness raising of prostate disease and treatments;

- Developing information and advice materials about prostate disease and its treatments for men and their families;

- Looking to develop research into further improvements with regard to services and treatment in Scotland in relation to prostate disease.

Considerable progress was made towards achieving these with a range of awareness raising measures undertaken, the further development of the Information and Advice project which included the development of two series of information materials - a set of simple guides to prostate disease and its treatments and a comprehensive range of Explanatory Booklets and also the establishment of a project to develop research into future prostate services and treatment needs in Scotland.

#### Awareness Initiative

Following the development of Prostate Scotland's awareness initiative in 2009 a further series of activities across Scotland to raise awareness of prostate disease, and its symptoms amongst the general public and especially amongst men aged 50 and over was taken forward. During the year this included:

- The development of awareness posters which were displayed on over 500 buses across Scotland over the months of December 2010 and January 2011.

- These were followed by the development of a special poster and combined leaflet dispenser that provided men with contact details as to how to access information about prostate disease and about symptoms of prostate disease. These were made available in washrooms in social, welfare, bowling and some sports clubs from Ayrshire to the Borders and right across the Central Belt. The trustees would like to thank Tony Rodgers at Union Advertising and Richard Kelly at Spirit Media Scotland for their support of these projects;

- The distribution of a 'brief guide to prostate disease' and book marks aimed at people unaware of the issue. During the year some 30,000 copies were printed and distributed to a range of public places including several hospitals, hotels, public houses, libraries, health centres and doctors' surgeries.

- In the light of favourable feedback the contacts/advertisements on two taxis, one in Edinburgh and one in Glasgow, which have special prostate awareness messages on their livery were extended for a further year.

- Following on from the successful football related awareness work in the previous year a special animated pitchside LED trackside advertisement raising awareness of prostate disease was trialled at two live televised Scottish football matches including the Hibernian v Celtic Cup match. The images could be seen not only by all the supporters in the stadium, but were also clearly seen on television screens. An increase in visits to the Prostate Scotland website was noticed after the games. The trustees would like to thank the Football Company (Scotland) Ltd and Union Advertising for their assistance with this project.

- The Workplace Initiative to reach men and their spouses or partners with information about prostate disease and its symptoms continued to show significant progress during the year. The special tool kit of information for companies that has been developed proved to be very popular with many large and smaller businesses and organisations requesting it, including in one region a Health Board taking 200 copies to distribute to business in their area, as part of their Healthy Working Lives work.

- A significant number of talks about prostate disease were given to a variety of groups across the country ranging from Rotary Clubs, Freemason's Lodges to men's health initiatives as well as older people's health clubs. Locations ranged from Dumfries and Galloway in the west to East Lothian and the Borders in the east, as well Inverness in the North.

# Report of the Trustees for the Year Ended 31 August 2011

# ACHIEVEMENT AND PERFORMANCE

# Achievements and Performance

- A range of exhibitions and displays were attended including:

- The Retirement Show - a two day pre-retirement exhibition at the Scottish Exhibition and Conference Centre in Glasgow (now called the over 50's Show)

- The British Association for Urological Nurses Annual Conference

#### Information and Advice Project

The Information and advice project that was set up in the previous year to provide information and advice about prostate disease and its treatments following the awarding of a 3 year project grant from the Scottish Government and matching funding from Sir Tom Farmer through the Farmer Foundation saw significant progress during the year.

The project involves the development of information for men and their families or partners as well as for primary care staff and GPs. The overall objective of the project is to:

'Ensure that every man in Scotland will have access to at least one piece of literature about prostate disease'. In specific terms the following outcomes are aimed for:

- Men (over the age of 40) become more aware of prostate disease, and more aware of where to find information;

- Families and partners become more aware of prostate symptoms, and what can be done to assist and who to contact for information;

- Targeted groups of Primary Healthcare staff become more aware of prostate health issues and the likely symptoms that men may present and sources of further information for those patients; and

- A functioning information service on prostate disease providing a contact point for information about prostate disease.

The project has made significant and effective progress towards meeting its' key milestones and targets. This has included:

- Developing two series of information materials and booklets covering the range of prostate disease and its treatments,

- Developing channels for the distribution of materials,
- Undertaking presentations at conferences and attending events and exhibitions,
- Contributing to information development in partnership with other organisations

In specific terms the following leaflets and booklets leaflets have been produced during the year:

- 'Simple guides' to prostate disease.
- Prostatitis
- A start to help you understand prostate cancer

These guides complete the 'simple' series which also includes Benign Prostatic Hyperplasia, PSA testing, and a leaflet aimed at women with information about the prostate. During the year some 33,000 copies of the 'simple' guides were distributed via community settings and health centres, GPs practices, exhibitions and talks.

To complement the simple guides a second series of booklets - the 'prostate disease explained series'- were developed. This series is aimed at providing comprehensive but accessible information for men diagnosed with prostate disease (and also for their families/partners). Demand for these booklets since their publication has been high, particularly from urology clinics and wards. The series includes

- Early prostate cancer explained
- PSA Testing explained
- Prostatitis explained
- BPH explained

Each booklet also includes a pocket for additional information and special inserts.

The series also includes a guide to decision making on treatments, Locally-Advanced Prostate Cancer, and a special Prostate Log Book for men to keep details of tests and note down appointments. In addition a further set of five booklets on Advanced Prostate Cancer had been written and completed at the year end, but were still in production. This set includes

- An introduction to advanced prostate cancer

- Treatments for advanced prostate cancer

- Life with advanced prostate cancer

- Newer treatments and clinical trials

Information materials have been distributed in a wide variety of locations across the country including:

- GP surgeries, hospitals, health centres and dental practices
- 'Healthy Living Centres' and community centres,

## Report of the Trustees for the Year Ended 31 August 2011

# ACHIEVEMENT AND PERFORMANCE

Achievements and Performance

- A growing list of businesses across Scotland,

- All Cooperative pharmacies in Scotland

A key aspect of the project has been to raise awareness by attending events and giving presentations - this has proved very successful. This has included presentations being developed to deliver to community groups, men's health groups, voluntary and statutory organisations including:

The trustees would like to sincerely thank the Scottish Government and Sir Tom Farmer, through the Farmer Foundation for their generous funding which has made the Information and Advice project possible, and also to the Sportsman's Charity for its kind donation towards of the printing and distribution of the Early Prostate Cancer booklet. The trustees would also like to thank the advisory group that supports the Information and Advice. It includes patients, former patients, clinical nurse specialists and clinicians from across Scotland and is chaired by Trustee Board Member Alan McNeill. Membership includes Mr Ben Thomas - Consultant Urologist Borders General Hospital, Karen Edwards - Specialist Urology Physiotherapist Western General Hospital Edinburgh, Mr Graham Hollins- Consultant Urologist Ayr Hospital, Dr Barbara Phipps - GP Sighthill Medical Centre Edinburgh, Ms Rita O'Dea - Clinical Nurse Specialist Western General Hospital, Ms Frances McLinden - Clinical Service Manager Urology Greater Glasgow and Clyde, Mr Peter Phillips, Dr Roy Partington and Ms Lesley McKinlay - Deputy Charge Nurse Urology Western General Hospital.

In addition the trustees would also like to thank the following people for their support in the development and distribution of the booklets: Patricia Chalmers, Mr Brian Corr -Urology Clinical Nurse Specialist, Mr David Douglas - Consultant Urologist at Raigmore Hospital Inverness, Dr Alastair Law - Consultant Oncologist Western General Hospital Edinburgh Duncan McLaren - Consultant Oncologist Western General Hospital Edinburgh, Mr Mark Underwood - Consultant Urologist Glasgow Royal Infirmary, Mr Grant Stewart - Specialist Registrar and Clinical Lecturer Western General Hospital, Mr Tom Kane from WoSCAN, and the Edinburgh and Lothians Prostate Cancer Support Group.

## Research development

A project to look at taking forward future research needs for prostate disease services and treatments was embarked on. This project is aimed at looking at ways of improving access to treatments, as well as means of further encouraging early diagnosis of prostate cancer and also looking at the treatment and services implications of the projected rise in the number likely to be diagnosed with prostate cancer in the next ten years. The research is to be taken forward in partnership with the Cancer Care Research Centre at the University of Stirling. A project advisory group was established to help take this project forward. The directors would like to thank the members of the Advisory Group for their helpful input: Stephen Bird, Iain Dunn, Dr Liz Forbat, Alan McNeill, Tony Riddick, Mike Shaw and Seamus Teahan.

# Website development

The Prostate Scotland website which was developed as a key information resource on prostate disease in Scotland has continued to receive a very strong audience with a total of nearly 10,000 visitors during the year, and over 45,000 page views being achieved, which was an increase over the previous year. Improvements were made to the site with a number of more user-friendly changes implemented to make finding information easier, along with the introduction of a downloads page for people wishing to access copies of the Information Booklets. The majority of visitors to the site were new and the average length of time that people stayed on the site is an indication also that the site was being well used. Visitors came not only from Scotland but from some 91 countries across the world. The most popular pages have been: the self test for men to check possible symptoms, frequently asked questions, the information pages and the treatments and diseases pages.

# Volunteering activities

A grant of £9,433 was received from the National Lottery Awards for All Scotland to be used towards the development of Prostate Scotland's volunteering development project to increase the number of volunteers undertaking activities to raise awareness of prostate disease. The grant will mainly be utilised to develop materials for local exhibitions and events, as well as toward the development of volunteering handbook for volunteers. The trustees would like to express their thanks to the Awards for All Scotland and the National Lottery for this funding and for assistance from the Volunteering Centre Edinburgh in developing the Handbook.

# Report of the Trustees for the Year Ended 31 August 2011

## ACHIEVEMENT AND PERFORMANCE

#### Achievements and Performance

# Newsletter and support communications

Three editions of the newsletter for supporters and funders were produced and sent out to all supporters on the database. In addition almost a further thousand copies of each newsletter were distributed through a variety of other channels, particularly at events and exhibitions. The newsletter was expanded to include a new fundraising and supporter news supplement to record the growing number of activities undertaken by supporters of the charity. The Trustees would like to place on record their thanks to Standard Life plc for their kind support through printing the newsletters. A number of talks about prostatic disease were given to external groups, Rotary clubs and businesses and health events across Scotland.

During the year the trustees were saddened to learn of the death of Alex Purves. Alex was a great supporter and friend of Prostate Scotland and gave up many hours to support the charity and help raise awareness of prostate disease. The directors would like to record their sincere sympathies to his family. The trustees would like to sincerely thank the many people who made donations to Prostate Scotland in his memory.

#### External relations and policy developments

Prostate Scotland is a member of the Scottish Cancer Coalition (which has 21 member charities as members). The coalition's purpose is exchanging of information and joint working on issues affecting cancer between charities in Scotland. As part of the group, Prostate Scotland has engaged in a variety of issues including on patient experience, awareness and early diagnosis of cancer.

Prostate Scotland has continued to maintain relations with the key prostate disease organisations and meetings were held during the year with the Prostate Cancer Charity Scotland and UCAN. The Charity also continued its membership of the Scotlish Prostate Alliance, which is dedicated to collaborative work on the development and advancement of policy and practices along with other prostate cancer organisations across Scotland.

The charity's director is a member of the Scottish Government Scottish Cancer Taskforce's Living with Cancer Group. The Group's work involved identifying issues of concern to those living with cancer, and it developed an agenda of key areas for development. In particular input was made to the group on shared decision making, treatment and patient information, alongside the welcome and effective work being taken forward on this topic at the Western General Hospital by Dr Belinda Hacking, which had looked at decision making and treatments for prostate and breast cancers. The charity's director has also served as a member of the National Cancer Information Support Service's Steering Committee (NCISS). This service is being developed by the Scottish Government to provide a national information service across Scotland for people about cancer.

The charity submitted comments on the consultation on draft clinical quality performance indicators for prostate cancer treatment. These draft indicators had been developed by a special development group set up by the National Cancer Quality Steering Group. The charity in its comments welcomed the positive development of the indicators and suggested potentially making some of the indicators and targets clearer and including further ones relating to patient information.

A submission was also developed and submitted to the Scottish Government's Consultation on its draft Detect Cancer Early Programme. In its comments the charity warmly welcomed the programme and its direction of the programme - as it was likely to have a significant and welcome impact on survival rates. In its comments the charity also suggested positive ways that early detection of prostate cancer could be further included in the programme.

## Fundraising activities

The trustees would like to acknowledge and thank the Scottish Government and Sir Tom Farmer, for their funding towards the development and running of the Information and Advice project. This funding has not only enabled the taking forward of the project, it has enabled also the development of a series of two full sets of information materials for men and their families about prostate disease and its treatments and which are the first of their kind in Scotland covering the range of prostate diseases. The charity is receiving very good feedback on these.

Despite the difficult economic climate total donations from individuals and companies over the year reached  $\pounds 126,830$  - an increase of 35% over the previous year, with an increase also in the number of people donating.

The trustees would also like to thank the Sportsman's charity for a special donation of £10,000 arising from its annual Sportsman's Dinner. Prostate Scotland was pleased to be chosen alongside the Teenage Cancer Trust/ Radio Forth Cash for kids drive and Help the Heroes as one of three beneficiaries from the dinner. The donation was put towards the printing and distribution of the new Early Prostate Cancer Explained booklet.

## Report of the Trustees for the Year Ended 31 August 2011

## ACHIEVEMENT AND PERFORMANCE Achievements and Performance

The trustees would like to acknowledge and thank James Thomson for his generosity and kindness for once again holding the Prestonfield Burns Supper in aid of Prostate Scotland - this superb event succeeded in raising just over  $\pounds 10,000$ . The trustees would also like to thank Alastair Mair and Stephen Docherty for their help in fundraising for the charity over the past year.

A key fundraising activity during the year was the Prostate Scotland Ball, which was held in March at Prestonfield. The event, which was superbly compered by broadcaster and journalist Grant Stott included a welcome from the charity's Patron Sir Tom Farmer and a special performance from Greg McHugh aka Gary Tank Commander of BBC fame, along with a special interview and talk from rugby internationalist Chris Paterson. The event had nearly 300 guests and succeeded in raising through tickets sales, an auction and prize draw just over £40,000.

A special fundraising and sporting effort from a team of 12 intrepid swimmers in the Borders associated with the Salmon Inn in Galashiels and led by Bruce McClory, undertook a relay swim the length of St Mary's Loch. The team who had trained specially for the event and were supported by canoeists and lifeguards, succeeded in raising, along with a golf day at Torwoodlee some £6,000.

The trustees would like to also record special thanks to John Gunn and Christopher Godfrey-Faussett who took on cycling, running and more, in their Mad HaT challenge- which was a human hare and tortoise race on the line 4 degrees West of longitude, starting in Kirkcudbright and finishing at Strathy Point on the north coast of Scotland in summer 2011. The tortoise, Christopher, followed this line of longitude north under "his own steam" going over mountains, through forests and crossing rivers, lochs or seas. This involved running, wading, swimming, canoeing - almost 300 miles. Meanwhile the Hare, John cycled from the same point, following the coast line, round the west coast of Scotland, again finishing at Strathy Point, approximately 750 miles. They fundraised in aid of Prostate Scotland, the Kings Royal Hussars Appeal and the Borders Children's Charity raising a total for the three charities of over £24,000.

Running and walking was a key fundraising activity for many supporters of the charity during the year. In May 2011, some 26 runners took part in the Edinburgh Marathon to raise funds for Prostate Scotland - raising over £11,000. The runners included four teams taking part in the relay including a team from the Royal Highland and Agricultural Society of Scotland who were running for Prostate Scotland and the Spinal Injuries Association, the Four Non-Blondes, the Dalmeny Dribblers and the Crewe Toll Plumbers, who ran a most terrific time coming in 3rd in the mixed race and 9th overall. The runners participating in the Marathon Festival included Alan McNeill, Barry Chambers, Billy Mathieson, Billy Waite, Charles Wallis, Claire Laidlaw, Daniel Forbes, Debbie Sharp, Grant Stewart, Mark Hallam, Ian Dunn, Jayne Barbour, Jackie Fraser, Jenna Ewing, Jill Thornton, John Fulham, Lisa Nisbet, Rhoda Ross, Richard Clayton, Ronnie Macsorley and Stefan Webster.

The 2011 ADT Edinburgh Half Marathon saw Nicola Lucas, Dave Morrison, Jamie Smith and Philip Tervit participate in aid of Prostate Scotland. Their combined fundraising efforts raised over £1,345. Derek McCulloch completed the Chicago Marathon in blistering heat in October 2010 raising some £1,319 for Prostate Scotland and a similar sum for Mercy Corps. Members of the Rotary Club of Castle Douglas organised a sponsored walk in aid of charities to combat both prostate and breast cancers, raising £1,000, of which half was kindly donated to Prostate Scotland. In September 2010 Jan Rodger trekked the length of Hadrian's Wall with her husband and daughter in memory of her father raising the great sum of £505. The Globe Inn Social Club in Dumfries organised a special 10 mile walk round the perimeter of Dumfries, raising a superb £500. George Liddle organised a fun run and walk at Penicuik Cricket Club - raising £550. Fraser Russell ran the Glasgow Half-Marathon in September 2010 raising £475.

The trustees would also like to record appreciation to John Fulham who undertook a trio of marathons over the summer of 2011 in aid of the Charity - London, Edinburgh and Dublin. As well as raising over £1,900, he developed an animated film on You Tube about his running and his support for Prostate Scotland's work.

Cycling activities were also very much on the fundraising agenda, including a team of eight cyclists who undertook a round Scotland ride raising over £3500. The team, which included the charity's director, completed the challenge in six days starting in Edinburgh and cycling via Stirling, Fort William, Inverness, Ballater and Perth back to Edinburgh. The ride included a visit to Maggie's Highland in Inverness which has recently seen the development of a new Prostate Cancer Support Group for men in the highlands with prostate cancer. A team of 12 riders from quantity surveyors Thomas and Adamson, coordinated by Jim Sutherland, undertook a cycle ride from Edinburgh round the Borders, raising nearly £3,000.

# Report of the Trustees for the Year Ended 31 August 2011

## ACHIEVEMENT AND PERFORMANCE

## Achievements and Performance

Geoff Salt took part in the Peddle for Scotland ride and cycled from Glasgow to Edinburgh succeeding in raising  $\pounds$ 1,042. Charles Wallis undertook the Etape Caledonia cycle challenge ride, in addition to the Edinburgh Marathon, raising  $\pounds$ 572. Iain Haldane took on the challenge of the Scottish Duathlon Championships in Stirling at the end of March 2011, raising over  $\pounds$ 140.

There were many events organised in aid of Prostate Scotland during the year. Included a amongst these were: Brown McMaster, who during his year of office as President Glasgow Eastern Merchant's and Tradesmen's Society, organised a whole range of events in support of two charities Prostate Scotland and the Beatson's Cancer's appeal. The many activities succeeded in raising £5,000, which was split equally between the two charities.

Lucy McAneny and Lucille Paterson organised the Big Quiz in Galashiels in memory of Duncan Paterson, one of Scottish rugby's best known figures, who sadly passed away in December 2009. Over 240 folk from across the Borders and further afield took part in the quiz, raffle and auction raising £4,700.

The Provincial Grand Lodge of Linlithgowshire under their late Provincial Grand Master Kenneth Lindsay, undertook an appeal 'for the young and not so young'. This appeal raised £7000 - shared equally between CHAS and Prostate Scotland.

Kate Hutchison organised a fundraising night in Ayrshire raising some £2016. The staff and customers at the Wee Howff in Paisley organised a charity Hollywood night raising £2,000 which was shared equally between Prostate Scotland and Cancer Research UK. Graeme Henderson organised a special fundraising evening of Jazz with the Gael's Blue Band in Fife raising £1,000. The 2011 William (Sonny) Kennedy Swimathon, became a bowlathon raising nearly a thousand pounds. The staff at ICS Learn in Glasgow organised a race and dance night - raising £788. Anne and Walter Moodie organised a special fundraiser in the Borders in aid of Prostate Scotland raising some £460. The Lothian B-us Male Choir, which is made up of staff from Lothian Buses, held a special concert in aid of Prostate Scotland raising £530. Linda Laurie organised a Body Shop party raising some £322 in support of Prostate Scotland in memory of her late husband, Drew. Glasgow Folk Group Piggery Brae, kindly donated £300, being the proceeds of one of their gigs. Carolyn Byrne organised a special Jamie at Home Evening on St Patrick's Day, raising some £295. Dawn Watson organised a quiz night in Livingston raising £215. The Rotary Club of Irvine generously sent a donation of £200.

A number of events were organised by supporters during the year involving shaving especially towards the end of November. Harry Kiernan, Stuart Rillie along with Steffan Narrie dyed their hair for the month and went for the 'Big Shave Off - succeeding in raising £3091. Staff at both HMP Greenock and HMP Shotts prisons got into the awareness and fundraising mood during the month of November - with each staff group raising £2100. Also on the fundraising ladder were Blue Watch at Cowcaddens Fire Station who teamed up to grow moustaches and fundraise raising £520. In addition many individuals require thanks for their fundraising efforts during the month of November including Kenny Lind, Phil Lyndon, Mel Purcell, Gary Robertson, Brain Robinson and two staff at HSBC in Edinburgh.

Members of the Ralston Golf Club in Paisley organised a fundraiser, raising some £600 and Members of Balbirnie Golf Club Senior Section held a Charity Medal Competition, and the winner, Keith Kirkcaldy, kindly chose Prostate Scotland as his chosen charity to receive a donation of £285.

The trustees would also like to acknowledge generous donations from many people including Iain and Moyra Banyard, Dennis Boyle, Eric Byrne, Michael Clarkson, David Dunstan, Donald Ferguson, Jennifer and Harvey Hume, Kevin and Irene Robertson and Bill Prentice.

The trustees would like to record their best wishes to Jim and Betty Doyle on the occasion of their Golden Wedding and would like to express thanks to them and their family and friends for so kindly donating to Prostate Scotland in lieu of anniversary gifts. Likewise similar good wishes and thanks go to Alison and James Bicket on the occasion of their Golden Wedding, who along with friends and family made a generous donation. Thanks are also extended to Karen Hannigan and Richard Macauley for generous donations collected at their wedding, and to George Mair for a kind donation of £500 collected at a special birthday party to celebrate a significant birthday.

The charity received several donations in the past year from families of loved ones who had passed away and who had sent in donations in memory of those they had lost. The trustees would like to express their sympathy and condolences and acknowledge these generous donations.

# Report of the Trustees for the Year Ended 31 August 2011

#### ACHIEVEMENT AND PERFORMANCE Achievements and Performance Support from businesses and trusts

Support from trusts, foundations, businesses and their staff was gratefully received during the year. Staff at AEGON Asset Management generously supported the charity with donations throughout the year, having selected Prostate Scotland as their local charity of the year - this included a range of fundraising activities, including a special Christmas Auction which was lead by rugby internationalists Kenny Milne and Chris Paterson. At the Prostate Ball a cheque for  $\pounds7,500$  was presented by members of the staff charity committee at AEGON to Prostate Scotland. This was received on the charity's behalf by Greg McHugh aka Gary Tank Commander.

The directors would like to record thanks to Cairn Energy plc for a very generous and helpful donation of £5,000 which was utilised toward awareness work and the Workplace Initiative in particular. Johnston Smillie held a fourth special business luncheon in aid of Prostate Scotland raising some £4,900 towards the charity's work. A donation of £2,000 was received from the Diageo Leven plant Health and Safety Fund, which was put towards the Prostate Scotland Workplace Initiative.

Prostate Scotland was pleased to be nominated as the beneficiary charity of the annual Marketing Society Scotland St Andrews Day Dinner which succeeded in raising some £1,519. Staff at Hymans Robertson in Glasgow kindly held a dress down day in aid of the Charity leading to a donation of £781. A donation from the Martin Currie Charitable Foundation of £500 was gratefully received. A donation for a similar amount was gratefully received from the TAL fund. Prostate Scotland was nominated for the Waitrose Community Matters scheme by the Comely Bank branch leading to a donation of £340. Staff in the SERCO Office in East Kilbride organised a Christmas hamper fundraising initiative raising £301 for the Charity and staff at rainwear firm Mackintosh also kindly raised £217.

# FINANCIAL REVIEW

# **Financial Review and Reserves Policy**

The results for the year are set out in the statement of financial activities which shows a very small surplus of  $\pm 701$  for the year (2010:  $\pm 19,984$ ). The level of income received from donations and grants enabled the taking forward of the charity's services, its awareness work and its Information and Advice project.

Income despite the significantly difficult economic climate, remained strong and by comparison with the previous year was higher at £225,399 (2010: £147,007). This is accounted for mainly by an increase in the number of donations from individuals and from fundraising events - both organised by Prostate Scotland and several held in aid of the charity. The Prostate Scotland Ball in March produced a surplus of just under £10,000 and £10,000 was raised via the Prestonfield Burns Supper. Voluntary income during the year showed a welcome increase and made up the largest element in the Charity's income. Donations showed a significant increase over the previous to £126,830 (2010: £94,037). Grant and award income during the year was slightly higher than the previous year at £49,433 (2010: £40,000). Investment income, reflecting the economic circumstances, was lower than in 2010 with an interest and investment gain of £5,718 (2010: £11,681) and closer to the position in 2009. Gift Aid income continued to increase, due to more people being encouraged to fill out Gift Aid forms.

Expenditure for the year was £224,793 which was significantly higher than in the previous year (2010: £136,225). The increase was mainly attributable to the higher expenditure on the Information and Advice project and on the production of information literature and booklets, with a total of £56,615 which was over £25,506 more than was spent in this area in the previous year. Advertising expenditure was a little lower than the previous year at £10,107 as a consequence of the need to concentrate on production of new information materials. Expenditure on office rental and premises costs was £8,772. A research grant of £8,000 was paid to University of Stirling towards the research project into ways of improving access to prostate treatments, as well as looking at the treatment and services implications of the projected rise in the number likely to be diagnosed with prostate cancer in the next ten years.

The trustees feel the continuing increase in the number and total amount of donations and the continued willingness of the charity's supporters to support the organisation to be very encouraging given the economic climate.

# Report of the Trustees for the Year Ended 31 August 2011

#### FUTURE PLANS

Significant progress has been made with the charity's three year strategy and business plan with the Information and Advice Project producing significant outputs, the Awareness Initiative continuing to reach out to men and their families across Scotland and an increase in activity by supporters and donors across the country. The directors were particularly pleased to note that despite the economic conditions, progress continued in the number and amount of donations to the charity and also the broader reach of the charity's work across Scotland. In view of the progress made and to support its development further the directors adopted a revised business plan and strategy for the years 2011 to 2013. Key objectives for the next three years are the continued development of public awareness of prostate disease, the provision of information and advice both to men and their families as well as to primary health care staff, the undertaking of research into the availability of services and treatment of prostatic disease in Scotland, and supporting medical equipment purchase to aid treatment of prostatic disease.

Over the next year, the following activities are planned:

- Raise funding for the continued development of the Information and Advice project

- Further develop information materials via the Information and Advice Project, and to focus on provision of information about Prostatitic treatments

- Develop further distribution outlets for Information and Advice materials to men and to health professionals

- Develop information seminars for primary care staff

- Progress the recruitment and engagement of more volunteers

- Develop a telephone information line service

- Take forward a programme of targeted awareness work about prostate disease including a number of new materials and approaches via health centres and through community settings

- To develop and take forward a programme of activity towards developing an appeal to raise funding for the robotically assisted prostatic surgery in Scotland

- To further develop and take forward research into the provision of services and treatments for prostate disease and prostate cancer across Scotland, as well as raise further funding towards it

The trustees recognise that raising income will remain a key task, particularly in light of the economic conditions.

Research into a potential appeal to raise funding for robotically assisted surgery will be undertaken, which once completed, will be followed by a programme of investment in resources to take such an appeal forward.

The trustees are pleased to note that during the year only 7.5% of total income was spent on support and governance costs, representing 9% of total expenditure. The trustees will continue to aim to ensure that the proportion spent on administration continues to be low and that the operations of the charity remain cost effective.

Key areas of expenditure in the coming year are expected to be:

- Taking forward the next stage of the Scotland wide Advice and Information project, particularly the development of further information materials, and the proposed telephone information line

- Progressing the next stages of the awareness initiative to improve public understanding of prostatic disease -aimed at encouraging men and their families to be more aware of prostatic disease symptoms and to seek early advice.

- The undertaking of research into services and treatment provision for prostate disease across Scotland

- A programme of investment to support the development of an appeal for robotically assisted prostatic surgery.

The Trustees have resolved for the coming year to designate certain funds for key projects to assist in taking forward the charity's key objectives. This includes the designation of  $\pounds 31,000$  towards the Information and Advice project,  $\pounds 16,000$  towards the prostate disease services and treatments research project and  $\pounds 40,000$  towards the Awareness Initiative.

# Report of the Trustees for the Year Ended 31 August 2011

## **Reserve** policy

The funds for the Information and Advice Project are restricted. The directors consider that reserves should be maintained at a level to cover at least nine months expenditure.

The funds from Awards for All Scotland for the Volunteering Project are restricted.

# ON BEHALF OF THE BOARD:

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Mrs M F Hallam - Trustee

Date: 9/3/12

## Independent Examiner's Report to the Trustees of Prostate Scotland

I report on the accounts for the year ended 31 August 2011 set out on pages thirteen to twenty.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

## Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

# Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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David C N Ogilvie FCA Ogilvie & Company Limited 25 Rutland Square Edinburgh EH1 2BW

Date: 21 March 2012

# Statement of Financial Activities for the Year Ended 31 August 2011

		Unrestricted	Restricted	2011 Total	2010 Total
		funds	funds	funds	funds
NCOMING RECOURCES	Notes	; £	£	£	£
INCOMING RESOURCES Incoming resources from generated funds					
Voluntary income		129,882	49,433	179,315	135,817
Activities for generating funds	2	40,461	47,400	40,461	8,711
Investment income	2 3	5,623	2	5,623	2,479
Total incoming resources		175,966	49,433	225,399	147,007
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income		44,779	-	44,779	44,078
Fundraising trading: cost of goods sold and othe	er				
costs	- 20	35,495	-	35,495	3,446
Investment management costs	4	1,422	-	1,422	1,031
Charitable activities		12,576	108,213	120,789	68,486
Awareness campaign Governance costs	5	4,176	100,215	4,176	2,103
Other resources expended	5	18,132	-	18,132	17,081
other resources expended			S <del>111</del>		
Total resources expended		116,580	108,213	224,793	136,225
NET INCOMING/(OUTGOING)					
RESOURCES before transfers		59,386	(58,780)	606	10,782
Gross transfers between funds	13	(32,417)	32,417		-
Net incoming/(outgoing) for the year before					
other recognised gains and losses		26,969	(26,363)	606	10,782
Realised gains/(losses) on fixed asset investmen	nts	95	<u> </u>	95	9,202
Net income/(expenditure)		27,064	(26,363)	701	19,984
RECONCILIATION OF FUNDS					
Total funds brought forward		252,651	34,090	286,741	266,757
TOTAL FUNDS CARRIED FORWARD		279,715	7,727	287,442	286,741
				Management and an other set	

The notes form part of these financial statements

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# Balance Sheet At 31 August 2011

FIXED ASSETS   9   26,291   -   26,291   38,548     Tangible assets   10   161,768   -   161,768   156,647     Investments   10   161,768   -   188,059   195,195     CUBBENT ASSETS		Ur Notes	restricted funds £	Restricted funds £	2011 Total funds £	2010 Total funds £
Tangible assets 9 26,291 - 26,291 53,348   Investments 10 161,768 - 161,768 156,647   188,059 - 188,059 - 188,059 195,195	FIXED ASSETS					20 549
Investments 10 101,700 188,059 195,195				-		
CURRENT ASSETS	Investments	10	161,768	-	101,708	150,047
CURRENT ASSETS			188,059	-	188,059	195,195
20.483 77.87	CURRENT ASSETS		00,403		20,483	22,823
Debtors 11 20,405 7,727 130,125 87,600		11		7.727		87,600
Cash at bank	Cash at bank					
<b>142,881</b> 7,727 <b>150,608</b> 110,423			142,881	7,727	150,608	110,423
CREDITORS     -     (51,225)     -     (18,87)       Amounts falling due within one year     12     (51,225)     -     (18,87)		12	(51,225)	-	(51,225)	(18,877)
NET CURRENT ASSETS 91,656 7,727 99,383 91,54	NET CURRENT ASSETS		91,656	7,727	99,383	91,546
TOTAL ASSETS LESS CURRENT     279,715     7,727     287,442     286,74       LIABILITIES     279,715     7,727     287,442     286,74			279,715	7,727	287,442	286,741
NET ASSETS 279,715 7,727 287,442 286,74	NET ASSETS		201-01000 mile SCA25	22	287,442	286,741
FUNDS 13 279,715 252,65		13			279,715	252,651
Unrestricted funds 7727 34.09						34,090
Restricted funds	Restricted funds					
TOTAL FUNDS	TOTAL FUNDS					286,741

The notes form part of these financial statements

#### Balance Sheet - continued At 31 August 2011

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2011.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2011 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on	12	3/17	
The financial statements were approved by the Board of Trustees on?	i	2/	and were signed on its
behalf by:	1	/	

Mrs M F Hallam -Trustee

The notes form part of these financial statements

## Notes to the Financial Statements for the Year Ended 31 August 2011

#### 1. ACCOUNTING POLICIES

#### Accounting convention

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

#### **Incoming resources**

Incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to the consideration by its performance. Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included as these cannot be quantified with reasonable accuracy.

#### **Resources** expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Website	- 20% on cost
Fixtures & equipment	- 33.33% on cost
Computer equipment	- 33.33% on cost

Investments held as fixed assets are revalued at market value at the balance sheet date and the gain or loss taken to the Statement of Financial Activities.

# Taxation

The charity is exempt from corporation tax on its charitable activities.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

# 2. ACTIVITIES FOR GENERATING FUNDS

	2011	2010
	£	£
Fundraising events	40,461	8,711

# Notes to the Financial Statements - continued for the Year Ended 31 August 2011

# 3. INVESTMENT INCOME

	Other fixed asset investments - Dividends Other fixed asset investments - Corporate bonds Deposit account interest	2011 £ 3,320 2,144 159 5,623	2010 £ 1,278 1,050 151 2,479
4.	INVESTMENT MANAGEMENT COSTS		
	Administrative expenses	2011 £ 1,422	2010 £ 1,031
5.	GOVERNANCE COSTS		
	Accountancy and independent examiner's fees Professional fees	2011 £ 2,400 1,776 4,176	2010 £ 1,175 928 2,103
6.	NET INCOMING/(OUTGOING) RESOURCES		
	Net resources are stated after charging/(crediting):		
	Depreciation - owned assets	2011 £ 13,963	2010 £ 13,752

# 7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2011 nor for the year ended 31 August 2010.

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#### **Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31 August 2011 nor for the year ended 31 August 2010.

# 8. STAFF COSTS

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	2011 £	2010 £
Wages and salaries	59,403	57,304
Social security costs	6,186	5,782
	65,589	63,086
The average monthly number of employees during the year was as follows:		
	2011	2010
Administration	2	2

# Notes to the Financial Statements - continued for the Year Ended 31 August 2011

# 9. TANGIBLE FIXED ASSETS

	Website	Fixtures & equipment	Computer equipment	Totals
Ann+1474-014924-0114-9	£	£	£	£
COST				
At 1 September 2010	62,883	2,573	982	66,438
Additions	-	1,706	123	1,706
At 31 August 2011	62,883	4,279	982	68,144
DEPRECIATION				
At 1 September 2010	25,153	2,052	685	27,890
Charge for year	12,576	1,090	297	13,963
At 31 August 2011	37,729	3,142	982	41,853
NET BOOK VALUE				
	25 154	1 1 2 7		26 201
At 31 August 2011	25,154	1,137	-	26,291
At 31 August 2010	37,730	521	297	38,548

# 10. FIXED ASSET INVESTMENTS

	Listed
	£
MARKET VALUE	
At 1 September 2010	156,647
Additions	25,703
Disposals	(19,795)
Revaluations	(787)
At 31 August 2011	161,768

NET BOOK VALUE	
At 31 August 2011	161,768
At 31 August 2010	156,647

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There were no investment assets outside the UK.

# 11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2011	2010
	£	£
Trade debtors	20,000	20,000
Other debtors	483	2,823
	· · · · · · · · · · · · · · · · · · ·	10 No.
	20,483	22,823

# Notes to the Financial Statements - continued for the Year Ended 31 August 2011

# 12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2011	2010
	£	£
Trade creditors	49,425	17,702
Other creditors	1,800	1,175
	51,225	18,877

# 13. MOVEMENT IN FUNDS

	n	Net novement in	Transfers between	
	At 1.9.10	funds	funds	At 31.8.11
	£	£	£	£
Unrestricted funds				
General fund	252,651	59,481	(32,417)	279,715
Restricted funds				
Information and Advice	34,090	(68,213)	34,123	
Volunteering Project	<u></u>	9,433	(1,706)	7,727
	34,090	(58,780)	32,417	7,727
		2		<u></u>
TOTAL FUNDS	286,741	701		287,442
		· · · · · · · · · · · · · · · · · · ·		

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	175,966	(116,580)	95	59,481
Restricted funds				
Information and Advice	40,000	(108,213)	<u> </u>	(68,213)
Volunteering Project	9,433	-		9,433
	49,433	(108,213)		(58,780)
				<u> </u>
TOTAL FUNDS	225,399	(224,793)	95	701

The Information and Advice Restricted Fund was set up for the funding received from the Scottish Government and Sir Tom Farmer. This fund will be used to cover the costs of the part time information co-ordinator and the costs of developing and providing information and advice materials on prostate disease. The fund has been fully expended and the balance of costs transferred to the unrestricted funds.

A restricted fund was set up for the Volunteering Project with funds received from the National Lottery Awards for All Scotland.

# 14. RELATED PARTY DISCLOSURES

During the year the company made payments to Prestonfield House Hotel, a company owned by a trustee, J M Thomson. The amounts paid were £10,827 (2010: £nil).

# Notes to the Financial Statements - continued for the Year Ended 31 August 2011

# 15. ULTIMATE CONTROLLING PARTY

The charity is controlled by its trustees.

# Detailed Statement of Financial Activities for the Year Ended 31 August 2011

	2011 £	2010 £
INCOMING RESOURCES		
Voluntary income		
Donations	126,830	94,037
Gift aid Grants	3,052 49,433	1,780 40,000
	179,315	135,817
Activities for generating funds		
Fundraising events	40,461	8,711
Investment income		
Other fixed asset investments - Dividends	3,320	1,278
Other fixed asset investments - Corporate bonds	2,144	1,050
Deposit account interest	159	151
	5,623	2,479
Total incoming resources	225,399	147,007
RESOURCES EXPENDED		
Costs of generating voluntary income		
Wages	40,000	39,183
Social security	4,169	4,230
Just Giving Costs	610	665
	44,779	44,078
Fundraising trading: cost of goods sold and other costs		
Fundraising event costs	35,495	3,446
Investment management costs		
Administrative expenses	1,422	1,031
Charitable activities		
Wages	19,403	18,121
Social security	2,017	1,552
Awareness campaign	86,793	36,237
Depreciation	12,576	12,576
	120,789	68,486
Governance costs		
Accountancy and independent examiner's fees	2,400	1,175
Professional fees	1,776	928
	4,176	2,103

Support costs

This page does not form part of the statutory financial statements

# Detailed Statement of Financial Activities for the Year Ended 31 August 2011

	2011 £	2010 £
Management	274	1078.0
Rent and other establishment costs	8,772	9,238
Insurance	440	402
Postage and stationery	6,181	4,499
Sundries	148	581
Travel	1,076	518
Office machine maintenance	128	587
Premises expenses		80
	16,745	15,905
Other		
Fixtures and fittings	1,090	849
Computer equipment	297	327
	1,387	1,176
Total resources expended	224,793	136,225
Net income before gains and losses	606	10,782
Realised recognised gains and losses		
Realised gains/(losses) on fixed asset investments	95	9,202
Net income	701	19,984

This page does not form part of the statutory financial statements